

# **reSTORE COSTA MESA RECOVERY TEAM MEETING**

February 4, 2021

## 2/4: STATE CASES

### Update for February 4, 2021

As of February 4, California has 3,294,447 confirmed cases of COVID-19, resulting in 42,466 deaths. The number of COVID-related deaths increased by 1.6 percent from the prior day total of 41,811.

Updated February 4, 2021, with data from February 3, 2021.

Note: Numbers do not represent true day-over-day change as these results include cases from prior to yesterday. All-time series data is by reported date (the date information was reported to the California Department of Public Health).

#### CASES

**3,294,447** total

**13,176** today

📈 0.4% increase from prior day total

#### DEATHS

**42,466** total

**655** today

📈 1.6% increase from prior day total

#### TESTS

**43,235,327** total

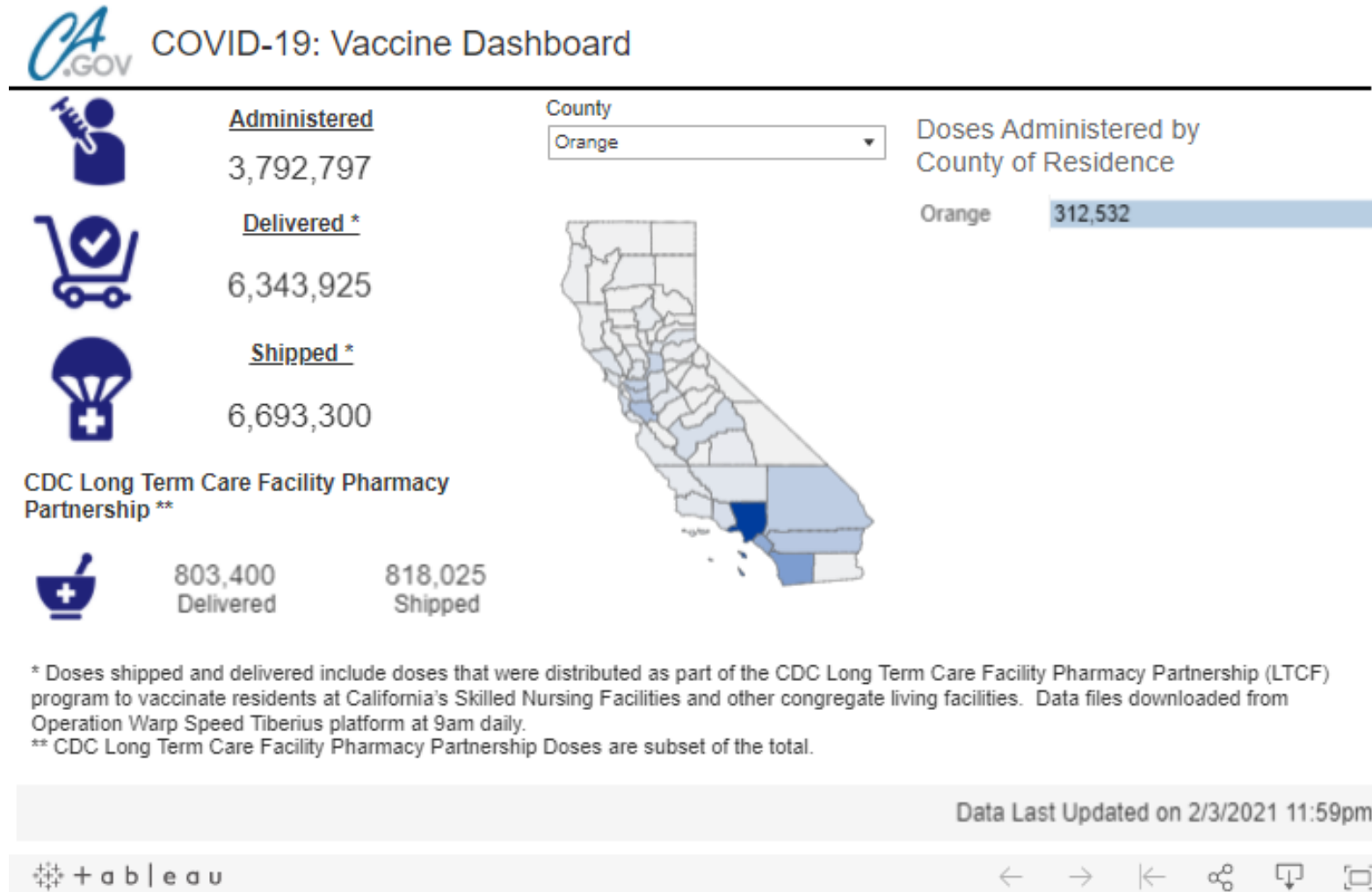
**168,094** today

📈 0.4% increase from prior day total

#### VACCINES ADMINISTERED

**3,984,752** total

## 2/3: STATE VACCINATIONS



# 2/4: COUNTY CASES

**Costa Mesa:**  
8,235 Total Cases  
972 Children

Cumulative Cases

**235,310**

(Includes Deaths, PCR Positive only)

Cumulative Antigen Positive Cases\*\*\*

**13,885**

Daily PCR+ Cases Received

**602**

Cumulative Deaths

**3,249**

Daily (New) Deaths Received

**50**

Cumulative PCR Tests

**2,733,220**

Daily PCR Tests Received

**17,063**

Recovered Cases

**192,411**

(Estimated)

Updated: 2/4/2021

**CURRENT TIER: WIDESPREAD (TIER 1)**

Adjusted Daily Case Rate per 100,000

**39**

(7-Day Average with 7-Day Lag)

Test Positivity Rate

**10.9%**

(7-Day Average with 7-Day Lag)

Health Equity Quartile Positivity Rate

**13.9%**

(7-Day Average with 7-Day Lag)

Tests per 100,000

**571.1**

(7-Day Average with 7-Day Lag)

## Tier Framework Metrics

County Risk Level*	Daily New Cases (per 100k)** (7-day average w/ 7-day lag)	Positive Tests (7-day average w/ 7-day lag)	Health Equity Quartile (7-day average w/ 7-day lag)
<b>WIDESPREAD</b> Tier 1	>7 new daily cases (per 100k)	>8%	
<b>SUBSTANTIAL</b> Tier 2	4 - 7 new daily cases (per 100k)	5 - 8%	5.3 - 8%
<b>MODERATE</b> Tier 3	1 - 3.9 new daily cases (per 100k)	2 - 4.9%	2.2 - 5.2%
<b>MINIMAL</b> Tier 4	<1 new daily cases (per 100k)	<2%	<2.2%

\*To advance to the next tier, a county must also meet health equity measures as described on the right.

\*\*Case rate will be determined using confirmed (PCR-only) cases, and will not include state and federal inmate cases. Case rates include an adjustment factor for counties that are testing above the state average. The incidence is adjusted downwards in a graduated fashion, with a maximum adjustment at twice the State average testing rate.

\*\*\*HCA is tracking and conducting contact tracing on antigen+ cases

Figures shown in this tab are reported by California Department of Public Health

CDPH Resources:

[Tier Framework](#)

[Confirmed Cases](#)

[Deaths](#)

[PCR](#)

[Serology](#)

[Hospital/ICU](#)

[Confirmed Cases - Demographics](#)

[Deaths - Demographics](#)

## Updates as of 02/02/2021:

- The [California Blueprint Data Chart](#) (Excel) has been updated to show county tier status and date of tier assignment.
- CDPH has posted an updated [School Re-Opening Framework](#) (PDF).
- CDPH has posted a [COVID-19 Health Equity Playbook for Communities](#).

## Moving through the Tiers

### Rules of the framework:

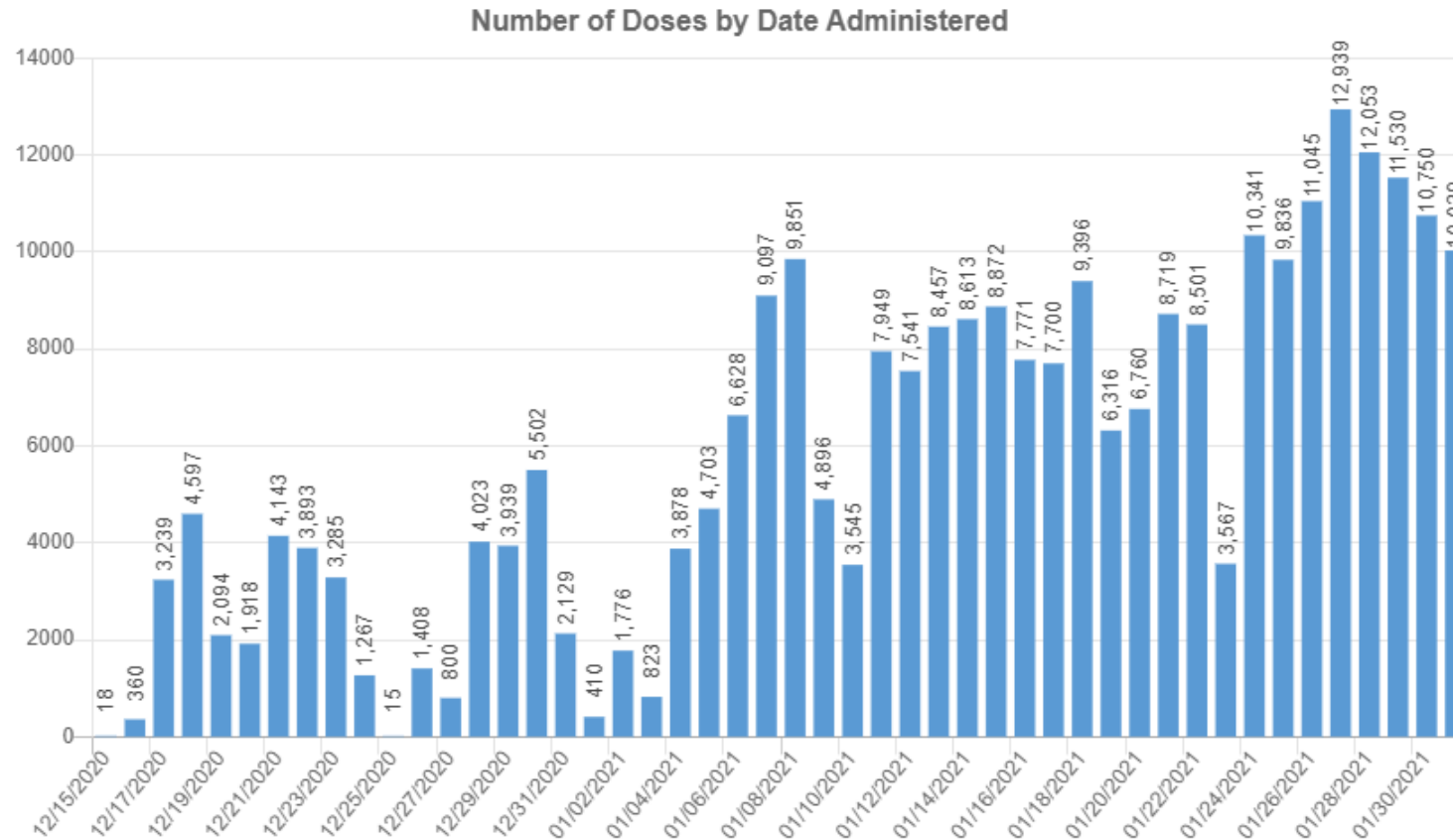
- CDPH will assess indicators weekly on Mondays and release updated tier assignments on Tuesdays.
- A county must remain in a tier for a minimum of three weeks before being able to advance to a less restrictive tier.
- A county can only move forward one tier at a time, even if metrics qualify for a more advanced tier.
- If a county's adjusted case rate for tier assignment and test positivity measure fall into two different tiers, the county will be assigned to the more restrictive tier.
- The health equity metric is applied to jurisdictions with populations greater than 106,000. Rules of the health equity metric are described on the [Health Equity Metric](#) page.
- City local health jurisdiction (LHJ) data will be included in overall metrics, and city LHJs will be assigned the same tier as the surrounding county.
- An LHJ may continue to implement or maintain more restrictive public health measures if the local health officer determines that health conditions in that jurisdiction warrant such measures.
- Tier status goes into effect the Wednesday following each weekly tier assignment announcement on Tuesdays.

### To advance:

- A county must have been in the current tier for a minimum of three weeks.
- A county must meet criteria for the next less restrictive tier for both measures for the prior **two** consecutive weeks in order to progress to the next tier.

# 2/1: COUNTY VACCINATIONS

## Number of Doses by Date Administered



\*Updated Weekly on Mondays

# FEDERAL UPDATE: SBA PPP LOANS

- **First Draw PPP Loans:** for borrowers who have not received a PPP loan before Aug 8, 2020.
- **Second Draw PPP Loans:** for eligible small businesses with 300 employees or less, that previously received a First Draw PPP Loan.
- **Both PPP loans** can be used to fund payroll and benefit costs, mortgage interest, rent, utilities, worker protection costs, certain supplier costs, expenses for operations, and more.
  - PPP loans have an interest rate of 1%.
  - Loans issued prior to June 5, 2020 have a maturity of two years. Loans issued after June 5, 2020 have a maturity of five years.
  - No collateral or personal guarantees are required.
  - Neither the government nor lenders will charge small businesses any fees.
  - Loan payments will be deferred for borrowers who apply for loan forgiveness until SBA remits the borrower's loan forgiveness amount to the lender.
  - If a borrower does not apply for loan forgiveness, payments are deferred 10 months after the end of the covered period for the borrower's loan forgiveness (either 8 weeks or 24 weeks).

# FEDERAL UPDATE: SBA SVO GRANTS

- Shuttered Venue Operators (SVO) Grant program includes \$15 billion in grants
  - Eligible applicants may qualify for SVO Grants equal to **45% of their gross earned revenue**, with the maximum amount available for a single grant award of \$10 million.
  - \$2 billion is reserved for eligible applications with up to 50 full-time employees.
- SBA is in the process of setting up the grant program and is **not yet accepting applications**
  - During the first 59 days of opening the SVO Grants, SBA will reserve no less than \$2 billion of program funding for grants to entities that have no more than 50 employees.
- Eligible entities include:
  - Live venue operators or promoters
  - Theatrical producers
  - Live performing arts organization operators
  - Relevant museum operators, zoos and aquariums who meet specific criteria
  - Motion picture theater operators
  - Talent representatives, and
  - Each business entity owned by an eligible entity that also meets the eligibility requirements
- Other requirements of note:
  - Must have been in operation as of February 29, 2020
  - Venue or promoter must not have received a PPP loan on or after December 27, 2020

# FEDERAL UPDATE: SBA OC/IE WEBINARS

## Learn more about the Economic Aid Act, PPP Relaunch, & Shuttered Venues Operator Grant!

*The SBA provides low-interest disaster loans to help businesses recover from declared disasters.*



Paycheck Protection Program

The SBA's Orange County / Inland Empire District office, in collaboration with SCORE, invites you to join us to learn more about the Economic Aid Act and the PPP Relaunch. In this webinar, we will cover the application process, required forms and guidance, and conduct a Q&A session for attendees.

### ***Please Join Us***

[February 4](#): 2:00 pm – 3:00 pm PST

[February 9](#): 2:00 pm – 3:00 pm PST

[February 10](#): 2:00 pm – 3:00 pm PST

[February 11](#): 2:00 pm – 3:00 pm PST

[February 16](#): 2:00 pm – 3:00 pm PST

[February 17](#): 2:00 pm – 3:00 pm PST

[February 18](#): 2:00 pm – 3:00 pm PST

[February 23](#): 2:00 pm – 3:00 pm PST

[February 24](#): 2:00 pm – 3:00 pm PST

[February 25](#): 2:00 pm – 3:00 pm PST



# FEDERAL UPDATE: IRS TAX CREDITS

- Certain tax credits provided extended to March 31, 2021
  - Emergency Paid Sick Leave Act (EPSLA)
  - Expanded Family and Medical Leave Act (FMLA)
- Eligible employers may claim these tax credits for periods of leave from April 1, 2020 to March 31, 2021
  - May claim through federal employment tax returns (Form 941, Quarterly Federal Tax Return, etc.)
  - Can benefit more quickly from credits by reducing federal employment tax deposits
- Must retain records and documentation to support each employee's leave to substantiate claim for the credits
- Eligible employers:
  - Have fewer than 500 employees
  - Pay "qualified sick leave wages" (EPSLA) or "qualified family leave wages" (FMLA)
- Amount of refundable credits
  - Sick leave: 100% of up to 2 weeks/80 hours
  - Family leave: 100% of up to 10 weeks
  - Paid during a calendar year

Visit [www.irs.gov/newsroom/covid-19-related-tax-credits-basic-faqs](https://www.irs.gov/newsroom/covid-19-related-tax-credits-basic-faqs)

# STATE UPDATE: REGIONAL STAY AT HOME ORDER LIFTED

- Regional Stay At Home Order lifted on January 25, 2021
- Orange County is now in the purple tier (widespread)
  - Must remain **closed**:
    - Bars, breweries, distilleries (where no meals are provided)
    - Live theater
    - Nightclubs
    - Food courts in shopping malls
    - Saunas and steam rooms
  - May open **outdoors** ONLY with modifications:
    - Drive-in and movie theaters
    - Dine-in restaurants
    - Family entertainment centers, museums, etc.
    - Gyms, fitness centers, dance and yoga studios
    - Places of worship
    - Wineries
  - May open **indoors** with modifications:
    - Personal care services

# STATE UPDATE: MYTURN.CA.GOV



## Find out if it's your turn

While COVID-19 vaccine supply is still limited, California is prioritizing vaccines for specific groups based on exposure risks, health risks, and health equity. My Turn is where you can find out if it's your turn to get vaccinated and schedule vaccination appointments. If it isn't your turn yet, you can register to be notified when you become eligible.

### **This is a pilot site.**

Healthcare workers and individuals 65+ in Los Angeles and San Diego Counties can book appointments immediately. Online appointment scheduling for other groups and residents of other counties will be available soon.

English



[Click to check your eligibility for the COVID-19 vaccine](#)

# STATE UPDATE: SMALL BUSINESS COVID-19 RELIEF GRANTS

- 1<sup>st</sup> round of applications complete
- 2<sup>nd</sup> round of applications: **Closes February 8, 2021 at 6 PM**
- Visit [careliefgrant.com](https://careliefgrant.com) for more info

## California Small Business COVID-19 Relief Grant Program

### Round 2:

**Round 2 Opens: February 2, 2021 @ 8 AM PST**

**Round 2 Closes: February 8, 2021 @ 6PM PST**

**Selection Notifications: February 11 – 18, 2021**

### Call center hours:

**Beginning Tuesday, February 2nd**

**Tuesday – Friday 7:00 AM – 11:00 PM PST**

**Saturday: 7 AM – 12 PM PST**

# STATE UPDATE: SB 91 & RENTAL ASSISTANCE

- SB 91 will use \$2.6 billion in federal funds to pay up to 80% of a tenant's back rent accumulated between April 1, 2020 and March 31, 2021.
- A landlord who accepts the money will have to forgive the remaining unpaid rent for that period. If the landlord refuses this arrangement, the maximum subsidy drops to 25%.
- To qualify for the federal dollars, the unpaid rent must be owed by a tenant who earned less than 80% of the area median income in 2020 or at the time of application. The state must first prioritize dollars for lower-income tenants — those earning up to 50% of AML.
- Renters still must pay 25% of the rent owed by June 30, whether they pay out-of-pocket or with federal funds under SB 91. Tenants can pay the amount month-by-month or in one lump sum by the deadline. Failure to do so can lead to eviction.

# STATE UPDATE: SB 74 KEEP CALIFORNIA WORKING ACT

- Working to get this bill passed
- Invests **\$2.6 billion** in grants for small businesses and non-profits
- Grants up to **\$60,000**
- Includes an **urgency clause** so that it can take effect immediately upon approval



ASSEMBLYWOMAN

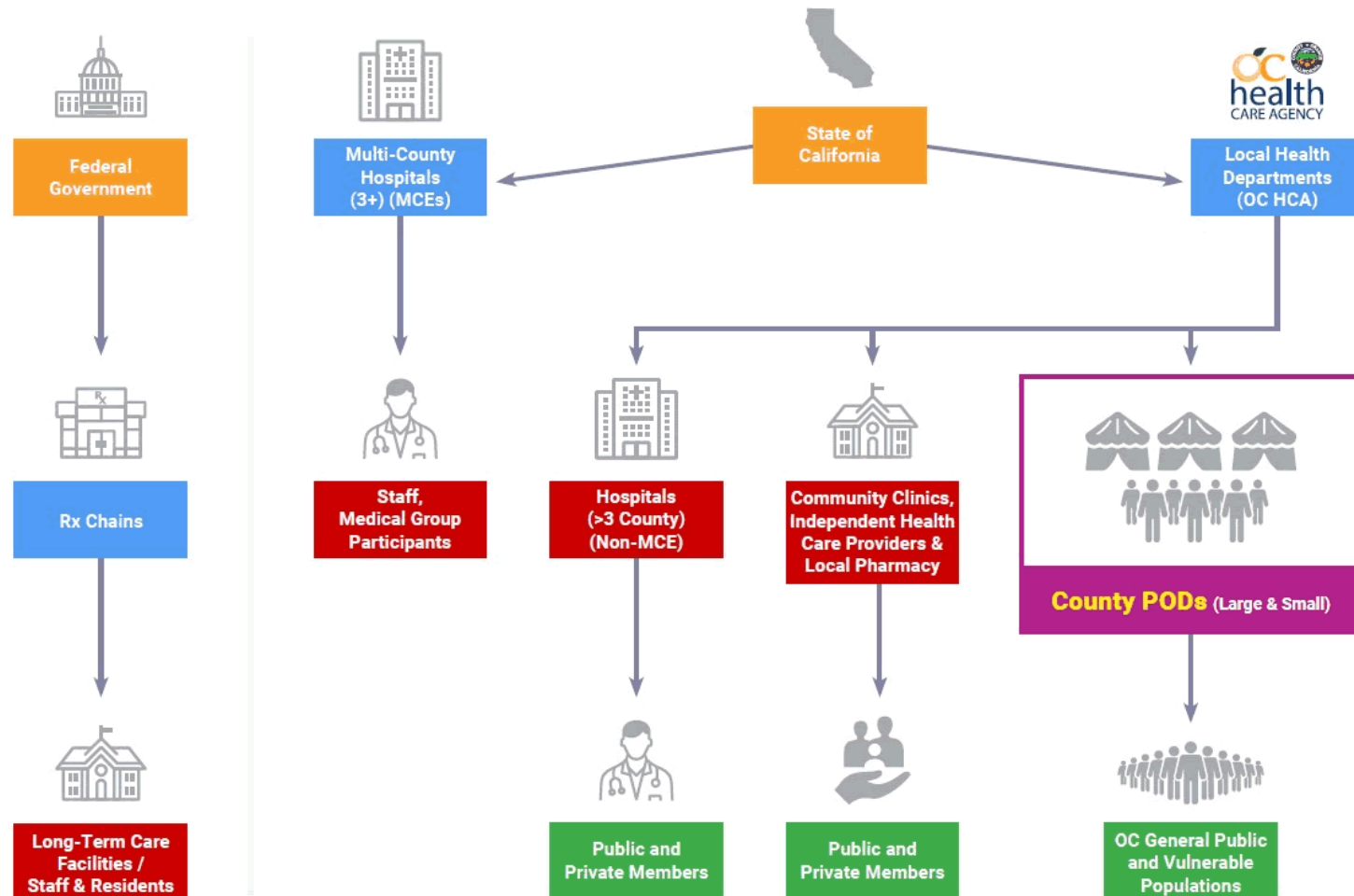
**Cottie Petrie-Norris**

DISTRICT 74



# COUNTY UPDATE: VACCINATIONS

## COVID-19 VACCINE DISTRIBUTION CHANNELS





# COUNTY UPDATE: OTHENA APP & VACCINATIONS

- Questions?
  - Call the hotline: (714) 834-2000
  - Email Othena support: [support@compositeapps.net](mailto:support@compositeapps.net)



STEP 1

## Register on Othena.com

Create an account by visiting Othena.com answering a short questionnaire, and providing your registration details.

- 🔗 Current phase eligibility questions
- 🔗 Provide your personal details and create login information (email, contact and password)



STEP 2

## Wait in a "Digital" Queue

Once registered, your details are placed in a queue/line. We will update you when vaccination appointments are available.

- 🔗 CDPH & CDC guidelines for distribution are being followed.



STEP 3

## Get Your Appointment

When it's time to schedule your appointment, Othena will notify you via email and application notifications. You will select from available appointment times.

- 🔗 Make sure to download the Othena app from your device's app store.



You will receive a second dose of vaccine either 21 days or 28 days after your first dose. Please do not schedule a vaccine appointment if you are not available for both doses.



If you need to reschedule or cancel the appointment, you can re-enter the queue.



STEP 4

## Be Prepared

You can save time at your vaccination appointment by downloading the Othena app and completing the required forms.

- 🔗 Fill out required vaccination forms and provide your consent to be vaccinated in the app.
- 🔗 Check in with a Quick Response (QR) code you can download from the app.



STEP 5

## Get Vaccinated & Schedule Follow-Up

Attend your vaccination appointment and get vaccinated. You will receive a notification with the date, time and location of your second dose appointment.

- 🔗 Your second dose is scheduled at the appropriate time based on the type of vaccine you received.
- 🔗 Second dose appointments are set 21 days after receiving the Pfizer vaccine, and 28 days after receiving the Moderna vaccine.



STEP 6

## Stay Engaged & Educated

After getting your vaccine shot(s), you can use Othena to keep up with the latest vaccine news, engage with the application, and track symptoms.

- 🔗 Othena will provide the most up-to-date and factual information as it relates to COVID-19 and the vaccines.



# COUNTY UPDATE: RENTAL ASSISTANCE

## EMERGENCY RENTAL ASSISTANCE PROGRAM

for Orange County Renters



The County of Orange will offer rental households, up to **\$10,000 in financial assistance** for unpaid rent or utility bills due to the impact of **COVID-19**.

Accepting applications starting February 1 and will only be accepted until February 28, 2021.

To **APPLY** and find more information:



Visit the website at [www.ERA.211OC.org](http://www.ERA.211OC.org)



Text **ERA** to 898211



Call 2-1-1

Eligibility requirements include:



Eligible expenses are **UNPAID rent or utility bills** due to COVID-19 impact only, not future rent or utility costs. You must also meet income requirement as stated below.

Household annual income must be at or below **80% Area Median Income (AMI)**:

Household Size	1	2	3	4	5	6
80%AMI Level	\$71,750	\$82,000	\$92,250	\$102,450	\$110,650	\$118,850

Landlords can encourage tenants to apply.

## PROGRAMA DE AYUDA DE EMERGENCIA PARA EL ALQUILER

para inquilinos del condado de Orange



El condado de Orange dará hasta **\$10,000 de asistencia económica** a las familias para cubrir los alquileres atrasadas o facturas de servicios público por el impacto de **COVID-19**.

Se aceptarán solicitudes desde el 1 de febrero hasta el 28 de febrero de 2021 únicamente.

Para **PRESENTAR UNA SOLICITUD** y obtener más información:



Visite [www.ERA.211OC.org](http://www.ERA.211OC.org)



Envíe **"ERA"** por mensaje de texto al 898211



Llame al 2-1-1.

Requisitos de elegibilidad:



Los gastos elegibles son únicamente los **alquileres o las facturas de servicios públicos NO PAGADOS** por el efecto del COVID-19, no los futuros costos de alquiler o servicios públicos. Usted también debe cumplir los requisitos de ingresos indicados abajo.

Los ingresos anuales de la familia deben ser iguales o menos que el **80 % del ingreso medio del área (AMI)**:

Numero de Personas en la familia	1	2	3	4	5	6
80 % del AMI	\$71,750	\$82,000	\$92,250	\$102,450	\$110,650	\$118,850

Los propietarios pueden animar a los inquilinos a presentar una solicitud.

# COSTA MESA: SUMMARY OF COSTA MESA ACTIONS

- ❖ Approved \$1.995M Bridge Grant Program for businesses
- ❖ Extended Temporary Use Permit program and working on parklet analysis
- ❖ Developed ~\$1.8M Rental Assistance Program
- ❖ Supported the County of Orange in deploying the OC Fairgrounds Testing Supersite
- ❖ \$2.746M Small Business Grant Program from County CARES Act.
  - ❖ Over 260 businesses have been supported. Funding exhausted.
- ❖ A Temporary Use Permit (TUP) application for walkways and parking lots through December 2021 is available on the City's website at <https://www.costamesaca.gov/city-hall/city-departments/development-services/planning>.
- ❖ Zoning Code Changes to relax codes for greater physical distancing for restaurants and other businesses and to activate Public Rights of Way on Randolph, 18<sup>th</sup> St., 19<sup>th</sup> St.
- ❖ Costa Mesa BAC Website, Call Center, and Shop Local Campaign
- ❖ Uniform signage program for COVID-19-related information
- ❖ Continuing aggressive lobbying efforts at all levels to increase funding for businesses and nonprofits
- ❖ Protected Tenants from Eviction while Safeguarding Landlords' Property Rights.
- ❖ Protecting Residents, Patrons, and Employees from transmission risks while accessing essential services
  - ❖ Authorized a \$100 fine to promote safety
- ❖ Developed comprehensive COVID-19 business and community resource guides on the City website
- ❖ Conducted Virtual Town Hall Technical Assistance Training for Businesses for SBA Loans
- ❖ Reopened golf courses and certain parks
- ❖ Revised zoning code to allow parking lot drive-thrus

<https://costamesabac.com/listings/>



# COSTA MESA: BRIDGE GRANT PROGRAM

- ***Must comply with county and state health orders in order to be eligible***
- **Phase 1 – \$1.1 million –**  
Is currently being distributed
- **Phase 2 – \$800,00 –**  
Open to new grant applications by lottery system
  - Grant award: up to \$10,000
  - Implementing soon!
  - New eligibility criteria

Allocations	Description	Amount	Timing
Bridge Grant Phase 1	Non-competitive Supplemental for businesses previously approved through the Small Business Relief Grant Program.	\$1,100,000	December 2020
Bridge Grant Phase 2	Lottery-based Grants to Restaurants and Personal Care Services	Amount to be determined based on Federal Stimulus Act but no less than \$800,000	January 2021 Application
Bridge Grant Phase 3	Same as Phase 2	Pending amount of Federal Stimulus Act Funding	Early 2021

\*If any one of the allocations as shown in the above has remaining balances after the pool of potential grant awardees has been exhausted, funds would be redirected to another category of the Bridge Grant Program until all funds are expended.



# TESTING LOCATIONS



**COVID-19 TEST**

**FREE WALK-UP COVID TEST**  
AT COSTA MESA SENIOR CENTER

The City of Costa Mesa has partnered with the Orange County Health Care Agency and 360 Clinic to provide our community with free COVID-19 testing at the **Costa Mesa Senior Center, 695 W. 19th Street.**

**SATURDAYS AND SUNDAYS, 9 AM–3 PM**  
**\*by appointment only**

*Frontline workers and senior citizens with credentials get to go to the front of the line.*



APPOINTMENTS REQUIRED



BRING A FORM OF ID AND INSURANCE CARD (IF AVAILABLE)



WEAR A FACE MASK



RESULTS WITHIN 72 HOURS; RESOURCES AVAILABLE

For more information and to schedule an appointment visit

**WWW.360CLINIC.MD**

## At-Home Testing<sup>1</sup>

- At-home test kits are available at no cost for individuals who live in Orange County and are asymptomatic or have exposure concerns
- Home delivery test kits; prepaid return shipping
- Orders will be fulfilled within 24-48 hours depending on the time your order is placed. Holidays may also affect shipping times.
- Online registration, order request form and patient portal
- Virtual clinical support through PWN Health Provider
- Daily limits may apply to meet service delivery times

## Drive-thru Testing (Super Sites)<sup>1</sup>

- COVID-19 and flu testing at no cost
- Two locations:
  - Anaheim Convention Center
  - OC Fair & Event Center
- Appointments are strongly encouraged to avoid delays and wait time



## ADDRESSING HOMELESSNESS IN COSTA MESA

The City of Costa Mesa's outreach team partners with local law enforcement and service providers to support individuals experiencing homelessness in the community. Outreach staff visit members in the community on a daily basis and provide a variety of options for housing and essential services to support those who are in need of assistance.



If you are concerned for someone you see in the community often, call our Outreach Team: Inform the Costa Mesa Street Outreach team by calling 714-754-5346

Hours of Availability:

- Monday - Friday 9am-5pm, Saturday 12pm-5pm
- Sunday 8am-2pm
- Email: [costamesanhhs@costamesaca.gov](mailto:costamesanhhs@costamesaca.gov)



For Mercy House Bridge Shelter Information and/or Contributions:

- Phone: 714-836-7188 ext. 222
- Costa Mesa Bridge Shelter Line: 949-375-8745
- Email: [costamesabridge@mercyhouse.net](mailto:costamesabridge@mercyhouse.net)



If you want to volunteer in community based projects:

- Main Office: (949) 873-5805
- Email: [lsabel@wearetrellis.com](mailto:lsabel@wearetrellis.com)



A homeless person can connect directly to our teams by visiting these locations:

- SOS: 1550 Superior Ave (Superior Ave/W. 16th Street): Monday - Friday 9:00 am-4:00 pm
  - Main Line: 949-270-2100
  - Peer Support/Homeless Case management: 949-945-3384
  - Recovery Services: 949-524-6611
- Soup Kitchen: 720 W 19th St (Pomona Ave/19th Street): Monday - Friday 12:00 pm-3:00 pm OR Main Office (949) 548-8861
- Lighthouse Church (Anaheim Ave/19th Street - No walk-up assistance): Main Office (949) 548-7161 OR (949) 677-2773



If an individual may be experiencing a mental health emergency including harm to self, others, or gravely disabled:

- Health Care Agency's assessment and evaluation services, Crisis Assessment Team (866) 830-6011

If an individual has a mental health or substance use service need:

- OC Links is the information and referral line, including mobile response, for all Orange County residents 855-OC- LINKS or 855-625-4657, Monday- Thursday 8:00 am to 8:00 pm, Fridays 8:00 am- 6:00 pm



For county-wide resource assistance:

- 211 OC 24 Hour Hotline dial "211" or visit [211oc.org](http://211oc.org)



If after hours call Costa Mesa Police Department 24 Hour Non-emergency Line and they will assess and coordinate with Outreach:

- (714) 754-5252
- 99 Fair Dr., Costa Mesa, CA 92626

If an individual is in distress and/or in an emergency:

- Call 9-1-1

POWER OF ONE FOUNDATION

## CURBSIDE PICKUP

WHEN:

**THURSDAYS & SATURDAYS**

8:00 am to  
11:00 am

WHERE:

**IKEA**

1475 S Coast Drive  
Costa Mesa  
CA 92626



PLEASE NOTE:

Sign up for an appointment at:  
**POWEROFONEFOUNDATION.ORG**

OUR PARTNERS:



**POWER OF ONE**  
FOUNDATION

[POWEROFONEFOUNDATION.ORG](http://POWEROFONEFOUNDATION.ORG)

**NEXT MEETING**

February 18, 2021

# COSTA MESA: UPLOADING RECEIPTS



Costa Mesans + Friends ▾ Businesses ▾ Home ▾

## Small Business Relief Grant Program

The City of Costa Mesa has distributed over \$2.74 million to 263 businesses within Costa Mesa through the Small Business Relief Grant Program. To see the list of businesses [click here](#). All funds have been disbursed and the City is now focusing on collecting receipts from all grant recipients. Thank you to our program administrator partner Orange County Small Business Development Center (OC SBDC) for all of their help in helping so many small businesses in Costa Mesa. OC SBDC continues to be a resource for small businesses throughout this pandemic. Please seek them out for any guidance you might need for your small businesses at the link here: <https://orangecountysbdc.org/>.

## Receipts & Expenditure Documentation for the Small Business Relief Grant Program

Please click on the link below, fill out the short form, and upload the eligible receipts you are submitting to comply with the Grant Agreement for the Small Business Relief Grant Program. Please make sure all documents you are submitting are in PDF form. Staff will review your documentation and reach out to you if there are any questions or concerns. Thank you.

[Upload Receipts Here](#)